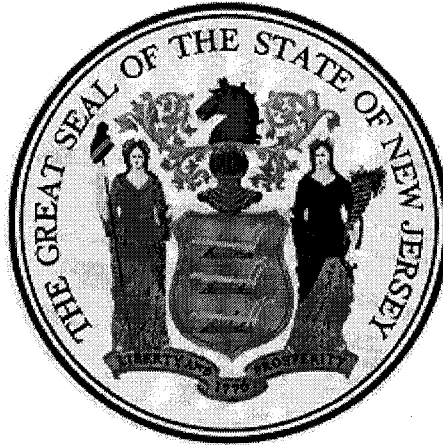


State of New Jersey



Public Works Records Retention Schedule

C960000-901

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C960000SCHEDULE NUMBER
901PAGE NUMBER
1 OF 10

DEPARTMENT

Public Works

DIVISION

AGENCY REPRESENTATIVE Mr. George E. Foiles

TITLE Building Superintendent

BUREAU

(AREA CODE) TELEPHONE NUMBER (908) 745-3205

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY
RETAIN IN

RECORDS CENTER

DISPOSITION

0001-0000

Director's Office

Maps, Specifications and Blueprints

Permanent

Permanent

0002-0000

Contracts and Change Orders (Copies)

10 yrs after
completion of
construction

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C960000 SCHEDULE NUMBER 901 PAGE NUMBER 2 OF 10

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY RECORDS CENTER

DISPOSITION

0050-0000	Division of Public Property Equipment Schematics	Until disposition of equipment	Destroy
0051-0000	Seniority Lists	As updated	Destroy
0052-0000	Shade Tree-File for Tree Removal and Tree Trim Requests	6 yrs	Destroy
0053-0000	Shade Tree Index/Register	Permanent	Permanent
0054-0000	Blueprints and Plans	Permanent	Permanent
0055-0000	Work Orders	6 yrs	Destroy
0056-0000	Daily Assignment Sheets	1 yr	Destroy
0057-0000	Repair Requests	3 yrs	Destroy
0058-0000	Inventory	2 yrs after update	Destroy
0059-0000	Photographs	Permanent	Permanent
0060-0000	Contracts, Change Orders and Building Specifications (Public Buildings)	Permanent	Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C960000

SCHEDULE NUMBER
901

PAGE NUMBER
3 OF 10

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0100-0000
0101-0000
0102-0000
0103-0000
0104-0000
0105-0000

Division of Streets
Blueprints and Maps
Permits - Street Opening and Stubs
Complaints
Daily Work Report
Inspector's Report
Foreman's Report

Permanent
6 yrs
3 yrs unless in
litigation
6 yrs
6 yrs unless in
litigation
6 yrs unless in
litigation

Permanent
Destroy
Destroy
Destroy
Destroy
Destroy
Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C960000 SCHEDULE NUMBER 901 PAGE NUMBER 4 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0150-0000	<u>Garbage and Trash Removal</u>			
	Radio Dispatcher Log	5 yrs after last		Destroy
0151-0000	New Jersey Solid Waste Report (Department of Environmental Protection applications and reports)	6 yrs		Destroy
0152-0000	Daily Tonnage Slips	6 yrs		Destroy
0153-0000	Daily Work Sheets (Daily Assignments)	6 yrs		Destroy
0154-0000	Seniority List	As updated		Destroy
0155-0000	Workman's Compensation Reports	6 yrs after termination of employment		Destroy
0156-0000	Pick Up Records	3 yrs		Destroy
0157-0000	Special Pick Up Records	3 yrs		Destroy
0158-0000	Inspector's Reports	6 yrs unless in litigation		Destroy
0159-0000	Truck Specifications	Until disposition of vehicle		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C960000

SCHEDULE NUMBER
901

PAGE NUMBER
5 OF 10

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0160-0000
0160-0001
0160-0002
0161-0000
0162-0000
0163-0000
0164-0000
0165-0000
0166-0000

Garbage and Trash Removal (continued)
Snow Removal Records
Plow Routes
Timesheets
Motor Vehicle Registrations
Employee Uniform, Shoe Rain Gear, and Glove Records
Employee Driver License (Expiration Dates Recorded)
Toll Bridge Commission Records
Improvement Authority Dumping Coupon
Weather Reports

As updated
6 yrs
3 yrs after expiration
6 yrs
3 yrs after expiration
7 yrs
7 yrs
1 yr

Destroy
Destroy
Destroy
Destroy
Destroy
Destroy
Destroy
Destroy
Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C960000

SCHEDULE NUMBER
901

PAGE NUMBER
6 OF 10

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0200-0000

Recreation Maintenance
Work Schedules

6 yrs

Destroy

0201-0000

Change Orders

6 yrs

Destroy

0202-0000

Work Orders

6 yrs

Destroy

0203-0000

Project Files

0203-0001

Green Acres Project Files

Permanent

Permanent

0203-0002

General Project Files

10 yrs after
completion

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C960000

SCHEDULE NUMBER
901

PAGE NUMBER
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0250-0000
0251-0000
0252-0000
0253-0000
0254-0000
0255-0000
0256-0000
0257-0000
0258-0000

Maintenance
Equipment Brochures
Capital Improvement Monthly Status Reports on Projects for all facilities
Daily Work Reports
Energy Reports
Records data on electrical, gas and oil usage.
Gas Log
Maintenance Request
Oil Bills
Sewage Reading Reports
Water Pump Readings

Until equipment is replaced
10 yrs after completion of construction
6 yrs
6 yrs
6 yrs after final entry
6 yrs
6 yrs
6 yrs
1 yr
1 yr

Destroy
Destroy
Destroy
Destroy
Destroy
Destroy
Destroy
Destroy
Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C960000 SCHEDULE NUMBER 901 PAGE NUMBER 8 OF 10

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0300-0000	Roads and Highways Inspection Sheets	7 yrs unless in litigation 6 yrs	Destroy
0301-0000	Material Tickets	6 yrs	Destroy
0302-0000	Permits - Machinery Moving	7 yrs unless in litigation	Destroy
0303-0000	Reports - foreman and Emergency Calls	6 yrs	Destroy
0304-0000	Traffic Signal Damage Claims	1 yr after settlement	Destroy
0305-0000	Daily Work Schedules	6 yrs	Destroy
0306-0000	Gasoline Daily Log	2 yrs	Destroy
0307-0000	Vehicle Listing (Vehicles in for Maintenance) (Copy)	1 yr	Destroy
0308-0000	Watchman's Call Log	7 yrs unless in litigation	Destroy
0309-0000	Weather Reports	1 yr	Destroy
0310-0000	Absence Report List	1 yr	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C960000	SCHEDULE NUMBER 901	PAGE NUMBER 9 OF 10
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0350-0000	<u>Motor Pool/Garage</u> Repair Orders	6 yrs		Destroy
0351-0000	Repair Index/Vehicle Log/Vehicle Ledger	3 yrs after disposition of vehicle		Destroy
0352-0000	Daily Vehicle Listing	3 yrs		Destroy
0353-0000	Inspection Notice Listing	As updated		Destroy
0354-0000	Gas Usage Report	6 yrs		Destroy
0355-0000	Record of Vehicles Ordered and Received	6 yrs		Destroy
0356-0000	Vehicle Requests	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
C960000	901	10 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0400-0000	<u>Solid Waste</u> Hazardous Materials Files - Transport and Storage	40 yrs		Destroy
0401-0000	Resource Recovery Study	Permanent		Permanent
0402-0000	Solid Waste Facility Files Includes inspection reports, construction specifications, Engineering Plans/Drawings.	30 yrs after facility is closed		Destroy
0403-0000	Solid Waste Management Plan Plans are effective for ten years.	15 yrs		Destroy